

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Services Division

DATE: 16 August 1950

FROM : Chief, General Services Branch

SUBJECT: Attached Regulation

Reference is made to the attached regulation regarding the activities of the General Services Branch of the Services Division. A review of the regulation indicates that all the necessary amendments and changes as required have been made at this time.

It is anticipated in the near future that the undersigned will endeavor to surplant Form #36-7, requisitions for supplies, equipment and services with a fanfold form to be used only in regards to the activities of the Branch. The undersigned is of the opinion that such a form will materially assist in the distribution of requests at the incoming mail distribution point.

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*This was developed
on basis of having
central distribution
point for General Services Branch
MRE - 21 August 50*